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317257

1-438

INTERIM ASSIGNMENT SECTION
Progress and Accomplishments
1 July 1957 - 31 December 1957

New Employees	25X9
Clerks.....	
Clerk-Typists.....	
Clerk-Stenographers.....	
Miscellaneous (Other).....	
Professionals.....	
Total . . .	
Type Clearance	
Full Clearance.....	
Provisional Clearance.....	
Total . . .	
Clerical Induction Section Training (OTR)	
Maximum number in training for one month (July).....	
Minimum number in training for one month (December).....	
Average number in training for one month.....	
Man Hours devoted to training in required skills and related subjects.....	25,145
Clerical Orientation (OTR)	
Total number.....	25X9
Work Project Man Hours	
Typing.....	63,660
Clerical.....	20,721
Total . . .	84,281
Resignations	
Security, medical and personal reasons.....	80
Minimum, Maximum and Daily Average	
Minimum number of personnel for one day.....	98
Maximum number of personnel for one day.....	465
Daily average.....	248
Number of employees referred to Appointments Section, RSD, for assignments.....	25X9
Number of employees charged against IAS slots and referred directly by the IAS to Administrative Officer, Office of Assignment...	
Memoranda to Pay Roll Branch certifying leave balances from other Agencies.....	54
Memoranda to Security Control Officer (OS) requesting permission to obtain outside employment after working hours and on Saturday.	26

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Memoranda to Security Control Officer (OS) requesting permission to take outside Educational courses.....

46

Personal History Statement Folders

Field Recruitment Officers.....

Various Agency Offices.....

Total . . .

25X9

Bus tickets issued (approximately).....

Training Films

Each week two travelogues and two training films are obtained from Graphics Register, OCR. A travelogue and training film are shown twice daily during July, August, September and October; other months once daily, averaging one and one-half hours for the training film and 20 minutes for the travelogue with an average attendance of 30.

Details

Detailing of personnel temporarily was principally confined to the Office of Personnel, a small number to OTR, and 1-2 individuals each pay day to the Credit Union.

Major Projects

1. RI Flexowriter Project

Flexowriter cover sheets are delivered daily by RI. Three operations are performed on this project, (1) the cover sheets which are attached to each other have to be separated into single sheets, (2) tickets have to be punched on the Dennison machines, and (3) the tickets are stapled to the cover sheets. There are four Dennison machines and seven electric stapling machines in operation. Seven clerks are utilized on this project.

2. Office of Security Project

This project has been in continuous operation for more than six years. A permanent employee from the Office of Security supervises the work. Five typists are furnished by the IAS. A building 13 interview is required to work on this project.

3. OCR/SR Key Punch Project

This project consists of three IBM key punch machines, one verifier, and three typewriter tape punch machines. A permanent employee from OCR/SR supervises the work. Approximately five typists are utilized on this project.

4. Biographic Profile Project

During the period of 22 July 1957 to 7 October 1957 5-6 fully cleared typists were engaged in typing classified biographic profiles on GS-11 grades for the Selection Staff. This work was done on special ozalid forms and required neat and accurate typing. The project has been temporarily halted by the Selection Staff.

5. CIA/Armed Forces Reserve Training Project

This is a sporadic-continuous classified project for the Office of Training involving typing practical exercises for reserve Agency officers.

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Insurance Program Lecture

On Wednesday morning the Chief of the Insurance Branch (BCD) conducts a lecture for new personnel on the Agency hospitalization and insurance benefits program.

Employee Services

Following the insurance lecture a representative of the Employee relations Branch conducts a lecture on the Agency Recreation Program and the services available to Agency employees in the Employee Relations Office.

Discontinuance of Cashing Salary Checks

From 12 July 1957 to 20 September 1957, six pay periods, a total of [REDACTED] salary checks amounting to \$140,282.72 were cashed for IAS employees with money provided by the Credit Union. On 20 September 1957 the Credit Union notified the IAS that the service of providing money to cash salary checks for new IAS employees on pay day would be discontinued. When the money for cashing salary checks on pay day was delivered to the IAS by the Manager of the Credit Union, I [REDACTED] Building, he was escorted by a (armed) member of the Office of Security. Since the Credit Union is not part of the Agency organization, legally the risk of furnishing an Agency employee to escort the individual delivering the money to the IAS was not warranted. New employees upon entering on duty the first day in the Appointments Section, RSD, are issued a blue identification card, 3-3/4"x2-1/2", for Credit Union purposes only until Agency identification badges are issued. Primarily, the service of cashing checks in the IAS with Credit Union money was established because of the difficulty new employees had in cashing salary checks at the local banks. Many did not even have an operator's automobile license required for identification purposes at the banks. Several hundred employees going to the Credit Union on pay day without an Agency badge overburdened the Receptionist in filling out a Visitor's form. Besides, an escort was furnished by the IAS; all of which resulted in the loss of hundreds of man hours. Accordingly, with the discontinuance of cashing checks at the IAS, arrangements were made by [REDACTED] with the [REDACTED] to cash employee checks by presenting the Credit Union card with the No. 1001 marked on each card.

Space

At Quarters Eye the IAS was allocated 8,200 sq. ft. of floor space, or three wings plus several rooms in the head house area, with an additional wing for the peak season. Upon removing to 1016 16th Street, 8,690 sq. ft. were allocated to the IAS, or 490 sq. ft. more than at Quarters Eye. Of this space, however, 2 rooms, or 310 sq. ft., were turned over to the Association for the Blind for use as a snack bar; one room 165 sq. ft., was turned over for use of the Guards and as a depository for classified trash for all offices in the building; one room, 90 sq. ft., was released to DRB, or a loss of 565 sq. ft., leaving a total of 8,125 sq. ft. now occupied by the IAS, or 75 sq. ft. less than the IAS occupied at Quarters Eye. Inasmuch as the 1958 Clerical Recruitment Program calls for approximately the same number of new employees as the 1957 Clerical Recruitment Program, additional space should be provided for the IAS during the peak season of June, July, August and September 1958.